



**NORTHERN CALIFORNIA VETERANS CEMETERY
VETERANS CEMETERY ADMINISTRATOR
Governor's Exempt Appointment**



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

FINAL FILING DATE: Open Until Filled – First screening will be after March 4, 2005.

SALARY: \$5,884 - \$6,364

LOCATION: 11800 Gas Point Road, Igo, California 96047 (Redding, CA)

The Northern California Veterans Cemetery Administrator directs, administers, manages, supervises, plans, and organizes the operation of a state Veterans Cemetery. The Administrator has major responsibility for the state-owned cemetery and grounds including office buildings, interment facilities, and equipment; is involved in directing or performing a wide range of functions including contract management, administrative duties, burial and support services, cemetery grounds keeping operations, facility and equipment maintenance operations, community services, public affairs, and coordination of funding and services with federal and local governmental agencies. **This is a new cemetery currently under construction; the Administrator will be responsible for overseeing final phases of construction and establishing turn-key operations.**

ESSENTIAL FUNCTIONS

- Manage all functions and services associated with cemetery operations and maintenance;
- Assist veterans, their families and dependents in obtaining benefits;
- Excellent communications skills;
- Excellent interpersonal skills; understanding attitude toward veterans and their next-of-kin; Ingenuity and resourcefulness in meeting the needs of grieving veteran families;
- Strong ability to independently carry out the goals and objectives of the cemetery;
- Strong ability to use good judgment in dealing with the public and other government officials.
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact;
- Willingness to travel on a state-wide basis and work unusual hours;
- Ability to maintain self-control, and be tolerant of differing behavioral patterns, personality traits and cultural values;
- Knowledge of: Federal and State laws, rules, regulations, and policies related to operation of a cemetery, and disposal and shipping of remains; principles and practices of business and public administration; principles and practices of effective supervision; budget planning, preparation, and control; development of leases and contracts; facility planning, design, and construction; knowledge of the tools, equipment and materials commonly used in the upkeep and repair of public buildings and grounds; general knowledge of grounds maintenance and horticulture practices.

- **Education: Equivalent to graduation from college;**
- **Desired Qualifications: A California Cemetery Manager's license.**
A veteran with an honorable discharge.

DUTIES AND RESPONSIBILITIES

It is the responsibility of the Veterans Cemetery Administrator to develop and implement cemetery management policies and procedures; provide training and resources for the cemetery services contractors or staff; and supervise contractor or personnel performing maintenance, grounds and administrative services. Directs the utilization and scope of cemetery services, supplies and equipment; evaluates cost, time and manpower estimates; and coordinates with funeral directors, veterans' organizations, and local military installations for the conduct of military honor services; assures proper representation at interments and renders all possible services to the next-of-kin. The Veterans Cemetery Administrator directs the development of preventive maintenance schedules, upgrades, remodels, and new construction; reviews, evaluates and makes recommendations on all maintenance activities; directs contractors or subordinates in the maintenance of grave sites, roads and grounds, including aligning headstones, leveling sunken graves, planting and maintaining turf and shrubbery, making irrigation system and minor road repairs, maintaining and making minor repairs to buildings and equipment. Establishes and maintains effective working relationships with local, district, and state veterans' service organizations, church leaders, funeral directors and attends veterans service organizations meetings. Manages the Veterans Cemetery Perpetual Maintenance Fund accounts; develops and monitors an annual budget for contracted services, personnel, operating and capital outlay expenditures including long-range planning, contracting, staffing and equipment needs. Directs the annual interment of 450 to 650 veterans' remains. Oversees multiple contracts, staff, county prisoner work crews, and, through a volunteer coordinator, supervises the services of a large number of volunteers. Organizes and manages several advisory committees consisting of cemetery staff, local government representatives, veteran service organization representatives and local citizens.

For a complete duty statement, please e-mail Margaret.Williams@cdva.ca.gov or call (916) 653-2535 to request a complete duty statement.

A preliminary review of all applications will occur after March 4, 2005 by the California Department of Veterans Affairs Executive Screening Committee. Only the most qualified candidates will be interviewed. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length.

Please submit your application, resume and Statement of Qualifications to the California Department of Veterans Affairs, Human Resources Office, Attention: Margaret Williams, Associate Personnel Analyst, 1227 O Street, Room 402, Sacramento, California 95814. Questions regarding this position should be directed to Jack Kirwan, at (916) 657-4704.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.